

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR

STATION LEAVE PERMISSION

This is to inform you that I am proceeding Station leave and will be out of station

From.....(FN/AN) To.....(FN/AN)

Address during leave

Contact Phone No. (if any).....

Date.....

Signature of the employee.....

Name:Emp. No.....

Designation:Dept./Sec/Centre:

Recommended / Not Recommended
HOD/ Centre Head/Registrar

Director
IIIT Bhagalpur

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RE-JOINING REPORT

This is to inform you that I have re-joined duty on(FN/AN) after

Availing EL/CL/HPL from to , Holiday from.....to.....

Date.....

Signature of the employee.....

Name :Emp. No

Designation:Dept./Sec/Centre:

Recommended / Not Recommended
HOD /Centre Head/ Registrar

Director
IIIT Bhagalpur